

REQUEST FOR TASK ORDER PROPOSAL (RFTOP)

Date: 16 August 2017

Contract: N66001-16-D-XXXX CYBER MAC SBA

PWS Title: Defensive Cyberspace Operations Research, Development, Testing, Engineering, Integration, Maintenance, and Production Support

Encl: (1) PWS
(2) CDRL

Note: It is contemplated that there will be a follow-on effort, but it is not known how the effort will be procured. Information about the potential follow-on is as follows:

Anticipated Level-of-effort: Base Year: 14,390 hours; Option Year 1 (one): 14,390 hours

Anticipated Period of performance: BASE PERIOD: 09 OCTOBER 2017 to 08 OCTOBER 2018; OPTION PERIOD 1 (ONE): 09 OCTOBER 2018 to 08 OCTOBER 2019

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- The Government reserves the right to clarify certain aspects of one or more of the proposals, without contacting all offerors, unless such communication is used to materially alter the technical or cost elements and/or otherwise revise the proposal.
 - This is a competitive request for task order proposal issued in accordance with Federal Acquisition Regulation (FAR) 16.505(b). As such, the Government desires more than one offeror to submit a proposal to this action. To that end, the Government requests that, should a potential offeror decide not to bid on this action, they document to the Government via email why no proposal is being submitted. In this email, the offeror is requested to indicate if additional time to respond to the RFTOP would cause the offeror to submit a proposal; and if so, how much additional time would be required. If the Government does not receive an affirmative response indicating more time is required, the Government may decide not to extend the time allotted for receipt of proposals. Additionally, if an offer decides to not bid, it is requested to document if this is due to the minimum personnel qualifications being too restrictive. If this is the reason, the offeror shall provide the labor categories with new minimum experience levels that would allow for submission of a bid. Offeror proposed experience levels should not jeopardize successful performance of the work.
 - Prime contractors must ensure that any proposed subcontractors have an adequate accounting system for cost reimbursement type contracts if intending to propose subcontractors as CPFF. Subcontractors with an adequate accounting system for cost reimbursement type should be proposed CPFF. Subcontractors that do not have an adequate accounting system should be proposed as fixed price type (preferable) or T&M if the subcontractor requirements will not support fixed price.
 - Task Order details:
 - Period of Performance: A 12 month base period and a 12 month option year
 - Contract type: Level-of Effort
 - Estimated Labor Hours:
Base period: 14,390 hours
Option 1 (one) period: 14,390 Hours.
 - Severable or Non-Severable services: Severable

Note: The above labor hour estimate is provided for informational purposes and represents the Government's best estimate of the labor hours required to meet the requirement. Offerors are encouraged to discuss the labor mix and hours proposed as part of the Technical Volume.

- Fee: Fee shall be proposed in accordance with Clause 5252.216-9204 of applicable basic contract. It is hereby understood and agreed that the fixed fee is based upon the Contractor providing the proposed number of staff-hours of direct labor.

Proposal Submission Instructions and Evaluation Factors

Pages shall be 8 ½ x 11. Font size shall be not less than 10 point, including charts and graphs.
Proposal Submission shall contain the following volumes and page limitations:

- I. Technical Volume/ Minimum Personnel Qualifications (Each Resume not to exceed (NTE) 2 pages in length)
- II. Cost Volume (total page limit: 5)

Instructions for Factor I - Technical Volume/ Minimum Personnel Qualifications

Offerors shall submit a summary, no longer than three (3) pages in length, listing the labor categories, personnel, and labor hours for each person. The summary shall contain a matrix/staffing plan that shows which labor categories will perform each of the tasks in the PWS.

Below is a chart summarizing the Government's estimated level of effort for this acquisition.

Offerors are encouraged to propose the total labor hours listed below. Offerors shall propose a labor mix **where the collective experience of the labor** category/categories proposed satisfies the requirements listed below and a labor mix that has the necessary skills and experience to perform the tasks identified in the PWS. Offerors shall provide a thorough, written rationale for ANY deviation from the estimated labor hours per labor category/categories or total labor hours provided in this RFTOP. Without a written rationale to support the deviation, an offeror's proposal may be deemed unacceptable and ineligible for task order award.

Base Year

Labor Category (Government)	Total Hours
Sr. System Engineer	2010
Sr. Systems Engineer	2010
Sr. Systems Engineer	2010
Systems Engineer	2010
Systems Engineer	2010
Systems Engineer	2010
Systems Engineer	2010
Admin	200
Project Manager	120
	14,390

OPTION YEAR 1 (one)

Labor Category (Government)	Total Hours
Sr. System Engineer	2010
Sr. Systems Engineer	2010
Sr. Systems Engineer	2010
Systems Engineer	2010

Systems Engineer	2010
Systems Engineer	2010
Systems Engineer	2010
Admin	200
Project Manager	120
	14,390

To support this volume, offerors shall submit the following for all proposed personnel in the corresponding labor category/ personnel experience requirement chart below:

- A. **Resumes:** (not to exceed 2 pages each) The offeror shall identify personnel proposed to perform the associated PWS, and provide specific information pertaining to personnel qualifications **for each of the labor categories in the minimum personnel qualifications chart below.** Submitted resume's shall include the following minimum information:

1. Employee name and labor category
2. Years of professional experience
3. Current position/title,
4. Educational history,
5. Chronology and summary of professional experience including clearly indicating that the individual meets the minimum personnel qualifications listed below.
6. Current level of security clearance and DOD Cyber Security Workforce (CSWF) certification level

NOTE: Offeror proposals shall CLEARLY identify and associate qualifications of proposed personnel to the minimum personnel qualifications listed below. The responsibility of adequately supporting personnel requirements listed in each resume is the responsibility of the offeror.

In the event the proposed individual is unable to perform after task order issuance, the offeror is required to submit the information requested in this TO RFTOP for the replacement individual and he/she will be evaluated accordingly.

- B. The Government recognizes that some of the Labor Category titles used in the solicitation may not exactly match the titles normally used in a particular company operation. Accordingly, in order to permit a rapid comparison between the anticipated labor team shown below and the Offeror's actual labor mix, each proposal must provide the following:
1. Statement of the Offeror's normally used nomenclature for each labor category included herein, together with a copy of the Offeror's own position description for each labor category.
 2. Statement of any additional labor categories, estimated hours and related qualifications for labor cost that will be a direct cost based on the offeror's accounting procedures (e.g. management and administrative labor costs.)
 3. Subcontractor labor hours at all tiers should be shown in the same manner as described in paragraphs (1) and (2) above.

The minimum personnel qualifications chart is as follows:

Labor Category	Corresponding Minimum Personnel Qualifications
Sr. Systems Engineer	<ul style="list-style-type: none"> • Knowledge of advanced search and reporting commands • Demonstrated ability to create complex dashboards, forms and visualizations • Understanding of system log files and other structured and non-structured data • Strong understanding of Splunk configuration files and architecture • Design core systems performance and troubleshooting logs • Solve complex integration challenges and debug complex configuration issues • Must meet CSWF IAT II requirements • Must have SECRET clearance and ability to be upgraded to an TS/SCI billet
Systems Engineer	<ul style="list-style-type: none"> • BS in Information Systems, Information Assurance, Computer Science, or equivalent technical degree or 15 years of relevant experience. • Five (5) years of experience with cyber security methodologies, tools, and best practices • Two (2) years of experience developing or operating CND software tools to support vulnerability analysis, intrusion detection, malware analysis, network packet inspection, and/or cyber threat intelligence • Five (5) years of experience with operating within Red Hat Enterprise Linux • Five (5) years of experience with designing, configuring, deploying, and managing a Authentication, Authorization, and Accounting (AAA) system, such as with Windows Active Directory and Lightweight Directory Access Protocol (LDAP) • Two (2) years of experience in designing and deploying cyber security protocols and solutions such as AAA, PKI, Vulnerability Management, and AV. • Five (5) years of experience with DISA information assurance vulnerability management and maintaining DoD STIG Compliance. • Two (2) years of experience in scripting languages, such as BASH or Python. • Two (2) years of experience with DoD network reporting requirements, either through VRAM, VMS or equivalent system. • Five (5) years of experience designing, configuring, deploying, and managing a McAfee Host Based Security System (HBSS) solution to meet DoD requirements • One (1) year of experience in designing, configuring, deploying, and managing ACAS to meet DoD requirements • Two (2) years of experience in securing VMWare virtualized systems and environments • Five (5) years of experience supporting DoD Certification and Accreditation process • Two (2) years of experience in securing network devices through ACLs, VLANs, and VPNs • Three (3) years of experience of implementing systems that comply with DoDI 8500.2, Information Assurance Implementation • Must meet CSWF IAT II requirements. • Must hold SECRET clearance

Systems Engineer/Test Engineer	<ul style="list-style-type: none"> • BS in computer science, information systems, or equivalent technical degree. • Five (5) years of experience with system administration on Red Hat Enterprise Linux • Five (5) years of experience with system administration on Windows Server, including management of Active Directory and Group Policy • Two (2) years of experience with DISA information assurance vulnerability management and maintaining DoD STIG Compliance. • Two (2) years of experience in scripting languages, such as BASH or Python. • Two (2) years of experience with DoD network reporting requirements, either through VRAM, VMS or equivalent system. • Two (2) years of experience configuring and managing a McAfee Host Based Security System (HBSS) e-Policy Orchestrator (ePO) server • One (1) year of experience in managing ACAS • Three (3) years of experience in managing a VMWare vCenter environment • Five (5) years of experience in installing, configuring, and managing servers • Two (2) years of experience in managing network devices, such as routers, switches, and VPNs • Must meet CSWF IAT III requirements • Must hold SECRET clearance
Sr. Systems Engineer	<ul style="list-style-type: none"> • Experience with Redhat/CentOS Linux • Experience with Virtualization Technologies, such as VMware, vSphere • Experience with continuous Build Technologies, such as Bamboo, Jenkins • Experience with system performance tuning, capacity planning, backup and recovery, system architecture and design as well as high availability concepts • SIMP experience • Build and improve configuration and automation tools to remove manual steps in deploying, upgrading, and scaling systems and software across all environment • Use of interpreted programming languages (perl/python) in support of automated system administration • Must meet CSWF IAT II requirements. • Must have SECRET clearance
Systems Engineer	<ul style="list-style-type: none"> • BS in information systems, or equivalent technical degree. • Experience with system administration on Red Hat Enterprise Linux • Experience in designing, configuring, deploying, and managing ACAS to meet DoD requirements • Experience supporting DoD Certification and Accreditation process • Design, configure, install and test IT network systems • Design, integrated, develop and test data networking solutions for data network. • Interface with cyber security team to make sure the recommended security policies are implemented on network and security devices. • Experience in securing network devices through ACLs, VLANs, and VPNs • Must meet CSWF IAT II requirements. • Must have SECRET clearance and ability to be upgraded to an TS/SCI billet

Evaluation of Factor I - Technical Volume/ Minimum Personnel Qualifications: The Government will evaluate and provide an overall Acceptable or Unacceptable rating. An unacceptable rating in any evaluation factor will result in the offerors proposal being ineligible for contract award. Acceptable and Unacceptable is defined as follows:

ACCEPTABLE –	Resume(s) clearly show that the proposed labor categories meet each of the corresponding personnel qualifications indicated in the minimum personnel qualifications chart.
UNACCEPTABLE –	Resume(s) do not clearly show that the proposed labor categories meet each of the corresponding personnel qualifications indicated in the minimum personnel qualifications chart.

Instructions for Factor II – Cost/Price

Cost Proposal (NTE 5 pages - not including substantiating cost information, subcontractor proposal, or data to support the subcontractor analysis, if applicable). Subcontractors need only submit total cost with labor categories and hours to the prime contractor. Subcontractor proposals, with the level of detail as submitted by the prime contractor for the task order, shall be submitted directly to the Government by the subcontractor.

- (a) Individually listed labor categories, direct labor hours, direct / unburdened hourly labor rates for each labor category. Unless proposing a new labor category not listed in the basic solicitation, all proposed labor categories should either exactly match, or be mapped to the labor categories identified in the basic solicitation.
- (b) If applicable, ODC cost information shall include identification of: 1) material (consumable and non-consumables) purchase description and amount; 2) summary of travel costs to include identification of number of travelers, destination, and duration for each trip 3) other indirect cost, e.g. G&A, FCCM, Material Burden, etc.; 4) other direct costs not separately identified, e.g. reproduction, cell phones, equipment rentals, etc.; and, 5) subcontractors costs itemized with the same level of detail.
- (c) Show actual indirect rates used and note their application.
- (d) Show totals for individual cost elements, as well as the overall total for hours, estimated cost, and cost plus fee. Identify the average hourly labor rate for the overall proposal (computed by dividing total fully burdened labor cost by total labor hours).
- (e) If applicable, names of subcontractor(s) and type of subcontract(s). (Subcontractor proposals, if appropriate, shall be limited to 2 pages). Identify the total subcontractor pass-through cost proposed by the prime contractor (inclusive of associated fee).
- (f) Indicate the names and labor categories of the personnel who will be performing the effort and the place of their performance.
- (g) For each labor category, identify the fully burdened hourly labor rate inclusive of all applicable indirect costs and fee; also identify the annualized labor cost for each labor category by multiplying each fully burdened hourly labor rate by 2,080 hours.

Evaluation of Factor II – Cost/Price: The offeror's overall cost and fee will be an evaluation factor. The Government will evaluate the proposed cost of each offer for realism and reasonableness in accordance with FAR Subpart 15.4.

RELATIVE IMPORTANCE OF FACTORS AND BASIS FOR AWARD:

This is a **Lowest-Price Technically Acceptable (LPTA) procurement**.

a. **STEP ONE:** Prior to evaluation of proposals, in accordance with the stated selection criteria, the Government will review proposals for compliance with the terms, conditions, and instructions of the RFTOP. Submitted proposals that take exception to any terms or conditions of the RFTOP, and/or fail to follow RFTOP may result in the proposal not being considered for task order award.

b. **STEP TWO:** An offerors proposal will be reviewed to determine Technical Acceptability. Technical Acceptability will be based on an assessment of the technical factor; Minimum Personnel Qualifications. An unacceptable rating in any factor will result in an overall Unacceptable rating for the Technical Volume and the offer will no longer be considered for award. If an offer is technically acceptable, the cost volume will be analyzed in accordance with FAR 15.404.

NOTICE: The Government may issue an order without discussions; consequently, it is the offerors responsibility to submit a proposal that conforms to all the terms and conditions of the solicitation and reflects the offerors best offer. However, the Government reserves the right to conduct discussions.

Organizational Conflict of Interest (OCI)

Offerors shall assert that performance of this task order does not result in an OCI or the offeror must submit an OCI Mitigation Plan. If an OCI Mitigation Plan is submitted, it shall include all elements included in OCI clauses in the basic contract.

Evaluation: The Contracting Officer will review the offeror's OCI assertion, and at any point in the ordering process, the Contracting Officer may also identify a potential OCI and require offerors submit an OCI Mitigation Plan. The Government's evaluation of an OCI Mitigation Plan will follow the procedures outlined in the offeror's basic contract clauses.

Representation Relating to Compensation of Former DoD Officials (NOV 2011)

(a) Definition. "Covered DoD official" is defined in the clause at DFARS 252.203-7000, Requirements Relating to Compensation of Former DoD Officials.

(b) By submission of this offer, the offeror represents, to the best of its knowledge and belief, that all covered DoD officials employed by or otherwise receiving compensation from the offeror, and who are expected to undertake activities on behalf of the offeror for any resulting contract, are presently in compliance with all post-employment restrictions covered by 18 U.S.C. 207, 41 U.S.C. 2101-2107, and 5 CFR parts 2637 and 2641, including Federal Acquisition Regulation 3.104-2.

Additional Subcontracting Guidance

When proposing to utilize a subcontractor not currently approved on the contract, or when the cost of the subcontracted work is greater than 70% of the overall effort, the prime contractor shall include with their proposal an explanation that answers the questions below. Note that this explanation does NOT count against any page limits otherwise identified in this RFTOP.

When proposing an unapproved subcontractor, the explanation shall address:

- a. Why the prime cannot, or has chosen not to perform the task with in-house resources or the team of subcontractors already approved under the contract.
- b. If the proposed subcontracting effort exceeds 70% of the overall effort the explanation shall address why the prime can't perform more than 30% of the effort and why it is in the Governments best interest to contract for the requirement through the prime vice alternate procurement strategies.
- c. If there was an unanticipated event that impacted the contractor's resources, what is the contractor doing to remedy?
- d. How was the subcontractor selected?

Responses

Questions and Answers: Offerors are requested to provide questions concerning this RFTOP, or comments that would help the Government improve the procurement. Unless otherwise noted, all questions must be received by **1600, Pacific Time on 30 August 2017**.

Bid/No Bid: Offerors are requested to provide a bid/no bid decision concerning this RFTOP. Unless otherwise noted, bid/no bid decisions, and any requests for additional time, must be received by **1600 Pacific Time on 08 September 2017**.

If a No Bid:

The Government desires more than one offeror to submit a proposal to this action. To that end, the Government requests that, should a potential offeror decide to **No Bid** this action, they document to the Government via email:

- a) Why no proposal is being submitted
- b) If additional time to respond to the RFTOP would cause the offeror to submit a proposal; and if so, how much additional time would be required (if the Government does not receive an affirmative response indicating more time is required the time allotted for receipt of proposals will not be extended)
- c) If the Government were able to lessen/reduce the minimum experience levels required for this effort, would that enable the offeror to now submit a proposal? If yes, please provide the labor category/categories and the new minimum experience level that would allow the offeror to propose this effort.

Due Date: The Government reserves the right to revise the due date for proposals. At this time the deadline for proposal receipt is **1800 Pacific Time on 16 September 2017**.

Please send inquiries and all submissions to Contract Specialist, Jose G. Juarez, jose.juarez@navy.mil with copy furnish to Eric R. Pomroy, eric.pomroy@navy.mil.